



# **BUILDING COORDINATOR TRAINING**

## **DIRECTORATE OF PUBLIC WORKS**

**19 May 2010**



# HOW TO REQUEST WORK FOR YOUR FACILITY





# BLDG COORDINATOR ROLES AND RESPONSIBILITIES

- **Bldg Coordinator for Maintenance and Repair of Facilities**
- **Installation Status Reporting (ISR) - Part I Monitor**
- **Bldg Monitor for Custodial, Refuse Collection and Recycling Services**
- **Bldg Monitor for Environmental Concerns and Hazardous Waste Disposal**
- **Bldg Monitor for Snow Removal in/around facilities**



# BLDG COORDINATOR ROLES

## Bldg Coordinator AND RESPONSIBILITIES

### Facilities

- Submit a Duty Appointment Memorandum to the Work Coordination Branch (WCB), Bldg 321 and Joint Base Myer Henderson Hall, (JBM-HH) Installation Operations Center (IOC), Bldg 59, Fort Myer
- Post “Notice” of current Bldg Coordinator in visible locations in the facility
- Maintain manual or automated log of work requests
- Follow-up & obtain status from WCB
- Attend Quarterly SO/WO Status meetings
- **Attend Annual Bldg Coordinator Training**



NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>				DATE 19 MAR 09
AUTHORIZED REPRESENTATIVE(S)				
ORGANIZATION RECEIVING SUPPLIES DPW, WORK COORDINATION BRANCH		LOCATION BLDG 321, FORT MYER, VIRGINIA		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS
		REQ	REC	
GENTLES, KEITH		X	X	
EDWARDS, RUMIKO		X	X	
COOK, TONYA		X	X	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER				
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: REQUEST SERVICE ORDERS AND WORK ORDERS.				
REMARKS				
I ASSUME FULL RESPONSIBILITY				
UNIT IDENTIFICATION CODE WOUCAA		DODAAC/ACCOUNT NUMBER		
LAST NAME-FIRST NAME-MIDDLE INITIAL OSBORNE, AL	GRADE	TELEPHONE NUMBER 703-696-3808	EXPIRATION DATE 18 MAR 10	SIGNATURE

DA FORM 1687, JAN 1982

EDITION OF DEC 57 IS OBSOLETE.

APD PE v3.04ES



# WHO CAN SUBMIT WORK REQUESTS?

**The primary or alternate Bldg Coordinator designated in writing by the senior occupant of the facility**

**A current Duty Appointment Memorandum must be submitted and on file in the DPW, Work Coordination Branch (WCB), Bldg 321, and FMMC IOC, Bldg 59, Fort Myer**



# REQUESTING WORK FROM DPW

**WORK DIVIDED INTO TWO CATEGORIES BASED ON COMPLEXITY OF THE WORK TO BE ACCOMPLISHED**

- **SERVICE ORDERS** - minor M&R that normally does not exceed \$2,500 or 40 hours of labor
- **FACILITY ENGINEERING WORK REQUEST** - (DA Fm 4283)  
All M&R work exceeding 40 hours of labor and minor construction (new work) exceeding a total cost of \$2,500 including labor, materials, and equipment.



# SERVICE ORDERS



➤ CUSTOMERS CAN SUBMIT SERVICE ORDERS TO THE WCB BY:

**PHONE (703) 696-3263**

**E-MAIL [fmmcdpwservicorderdesk@us.army.mil](mailto:fmmcdpwservicorderdesk@us.army.mil)**  
**NO EMERGENCY SERVICES ORDERS**

**WEB JBM-HH Home Page, Directorate of Public Works, SO Web**

**HOURS OF OPERATION: MON-FRI, 0730-1600 HRS,  
 BLDG 321**

**AFTER DUTY HOURS (1600-0730 HOURS) CALLS WILL AUTOMATICALLY BE FORWARDED TO THE FIRE DEPT**



# SERVICE ORDERS

## WHAT IS REQUIRED WHEN CALLING IN OR E-MAILING A REQUEST FOR SERVICE ORDER WORK

- **Name of requestor, customer identification number, telephone number and activity**
- **Identify the installation and the facility number**
- **Identify specifically where the problem exists (bldg, floor, room)**
- **Describe the exact problem (safety, environmental)**
- **Give a point of contact (name and phone number)**



# SERVICE ORDERS

## WHAT IS REQUIRED WHEN CALLING IN OR E-MAILING A REQUEST FOR SERVICE ORDER WORK (continued)

- Bldg Coordinator should request the name of the customer service representative (CSR)
- CSR should provide a SO number for follow-up/status at a later date as well as the Priority assigned
- Bldg Coordinator should maintain an organization control log (manual or automated) of service orders identifying document number, work description, date of



# SERVICE ORDERS

## SERVICE ORDER PRIORITIES

### (also refer handout)

- **PRIORITY 1 (EMERGENCY)** - immediate action is required to eliminate threats to life, health, safety or security of government property **(Response time within 1 hour and completed within 1 day)**
- **PRIORITY 2 (URGENT)** - failure in service does not immediately endanger personnel or property, but would soon affect the security, health or well-being of personnel **(Response time within 24 hours and completed within 7 days)**
- **PRIORITY 3 (ROUTINE)** -if not accomplished, would continue an inconvenience or unsightly condition **(Completion time within 30 days)**



# SERVICE ORDERS

- Once priority is assigned, service order is forwarded to the shop for accomplishment
- Shop accomplishes the work and gets the Bldg Coordinator to verify work and sign the service order
- CSR will follow-up with customer after completion to obtain customer feedback on priority one service orders
- Service contract support should be obtained via service order, e.g., additional custodial, refuse collection, recycling, and grounds maintenance requirements



# WORK REQUEST (WR)

- Requesting work exceeding 40 hours of Labor or \$1,000
- **NEW:** Submit your work request by e-mail to [JBMHHDPWWORKORDERS@conus.army.mil](mailto:JBMHHDPWWORKORDERS@conus.army.mil) or Submit a work request in person to the WCB, Bldg 321, Fort Myer. Prepare Facilities Engineering Work Request (DA FORM 4283) as follows: (Available on the JBM-HH Home page [www.fmmc.army.mil](http://www.fmmc.army.mil))
  - Document Number (*generated by WCB*)
  - Building and Facility (self explanatory)
  - Date
  - Description and Justification of Work to be accomplished (fully explain requirement)



# WORK REQUEST (WR)

- **Describe what will happen if work is not completed**
- **Requestor information (must be identified)**
- **Person to call for additional information** (individual most knowledgeable about the requirement)
- **Provide additional information when necessary**
  - **safety reports**
  - **report of surveys & statement of charges** (required when requirement was caused by negligence)
  - **maps, layouts, schematics (will be verified)**



# DA FORM 4283 - FACILITIES ENGINEERING WORK REQUEST



FACILITIES ENGINEERING WORK REQUEST													
For use of this form, see DA Pam 420-6, the proper agency is QCSIM.													
PART A (See requestor instructions)	CUSTOMER ID	DOCUMENT SERIAL NUMBER	SHORT JOB DESCRIPTION						DATE				
			TP	00001	5	J	DEMOLISH AND RECONSTRUCT HANDICAP RAMP			DA	MON	YR	
INSTALLATION ABBREVIATION OF FACILITIES			BUILDING/FACILITY NUMBERS										
1	TOG	242	1	2	3	4	5	6	7	8	9	10	
2													
3													
REMARKS The Bldg is in violation of Americans with Disability Act. Structure is rotten and fallen into disuse due to water damage and insect infestation.													
INSTALLATION NAME 3D US Infantry (TOG)			CUSTOMER NAME JOHN, DOE			POC NAME JOHN, DOE			POC PHONE NUMBER 696-0001				
WORK DESCRIPTION (Description and justification of work request) Demolish and remove the handicap ramp in the rear of BLDG 249. Relandscape the area where the ramp was located. It is currently posing safety hazards and it's condition is visible to the general public which presents a negative image of the installation.													
AUTHORIZED REQUESTOR (Type or print) JOHN, DOE						AUTHORIZED REQUESTOR SIGNATURE							
PART B (Approving Official Only)	APPROVAL ACTION CODE						SPECIAL INTEREST CODE			DATE			
	WORK REQUEST PRIORITY:						ESTIMATED WORK START DATE			DA    MON    YR			
	PROGRAM INDICATOR CODE						ESTIMATED WORK COMPLETION DATE						
ENVIRONMENTAL IMPACT		WORK TO BE PERFORMED		WORK CLASS		APPROVAL AMOUNTS		SOURCE OF FUNDS					
YES <input type="checkbox"/>	NO <input type="checkbox"/>	ENVIRONMENTAL CONSIDERATION <input type="checkbox"/>	<input type="checkbox"/> INHOUSE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> TROOP	<input type="checkbox"/> FUNDED	<input type="checkbox"/> UNFUNDED	<input type="checkbox"/> DIRECT	<input type="checkbox"/> AUTOMATIC REIMBURSEMENT	<input type="checkbox"/> FUNDED REIMBURSEMENT			
<input type="checkbox"/>	<input type="checkbox"/>	BS/BIA INITIATED <input type="checkbox"/>	<input type="checkbox"/> SELF-HELP	<input type="checkbox"/> TOTAL	<input type="checkbox"/> \$	<input type="checkbox"/> \$	<input type="checkbox"/> \$	<input type="checkbox"/> ACCOUNT PROCESSING CODE					
<input type="checkbox"/>	<input type="checkbox"/>	BS/BIA COMPLETED <input type="checkbox"/>	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> \$	<input type="checkbox"/> \$	<input type="checkbox"/> \$	<input type="checkbox"/> \$						
DESIGN APPROVAL (Please type or print name)			DATE		APPROVAL AUTHORITY (Please type or print name)			APPROVAL ACTION		DATE			
DESIGN APPROVAL SIGNATURE			DA	MON	YR	APPROVAL AUTHORITY SIGNATURE			<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	DA	MON	YR

DA FORM 4283, SEP 2003

DA FORM 4283, AUG 1978, IS OBSOLETE

ADVO  
Page 1 of 2



# WORK REQUEST (WR)

## WR PROCESS



- **Customer submits DA Fm 4283 to the WCB**
- **CSR verifies information**
- **Forward WR to WR Prioritization Committee to review package and assign points (see handout)**
- **WCB sends customer an e-mail informing them of work order status**
- **Estimator estimates the cost of the work order**
- **Estimator will prepare the scope of work and meet with customer to verify / approve and sign the DPW coordination sheet**
- **Work is sent to Chief of WCB and the Director of DPW for final approval**



# WORK REQUEST (WR)

## SELF-HELP PROJECTS

- **Bldg Coordinators can request Self-Help projects via a DA Fm 4283 (to include supplies and materials) to accomplish minor maintenance and repair to all facilities except family housing (e.g., ceiling tile replacement, painting, replacing light bulbs)**
- **DPW will not approve requests that require specialized skills (i.e., electrical, plumbing, HVAC, etc.)**
- **Any construction that affects the real property must be approved by DPW on a DA Fm 4283**
- **All supplies and materials will be issued from Directorate of Logistics, Supply Division**



# WORK REQUEST (WR)

## REQUEST FOR SIGNS

- **Request for exterior facility and grounds signs must be submitted on a DA Fm 4283 to the DPW WCB**
- **Request for traffic signs must be approved by the JBM-HH Directorate of Emergency Services (DES) prior to submitting request to DPW**
- **Request for parking signs must be approved by the JBM-HH IOC prior to submitting the request to DPW WCB**
- **Requests for signs inside the facility should be obtained from outside sources via your organization credit card**



# WORK REQUEST (WR)

## PROPRIETARY APPROVAL

- **Reference AR 420-1, Army Facility Management**
- **All maintenance, repair and minor construction projects including self help, troop units and Partners shall be coordinated and approved by the DPW to ensure each project is in compliance with statutes, regulations, installation master plan and installation design guides**
- **Work must not begin before receipt of Proprietary approval from the DPW**
- **Requestor must provide information based on Technical Review**



# WORK REQUEST (WR)

## TOP 5 PROGRAM

- Major facility users (MWR, HQ BN, NDU, JFHQS-NCR/MDW, TOG, TUSAB, IADC)
- Identify Top 5 Projects < \$50,000 (below RPPB threshold) to be funded by JBM-HH

**Note: Program for non-reimbursable customers**



# WORK REQUEST (WR)

## CONSTRUCTION WARRANTIES

- All work accomplished by contractors include a one-year construction warranty
- Warranty time period starts when the government accepts the work as being substantially complete
- Be cautious not to void your facility's warranty—no self help repairs during the warranty period



# FUNDING OUTLOOK IN FY 10

- Accomplishing Priority 1 (Emergency) service orders; Priority 2's (Urgent) and Priority 3 (Routine) service orders
- Accomplishment of Priority 3 service orders is subject to change based on funding limitations (SO desk will inform customers of the change. Priority 1's and Priority 2's will be given high priority)
- Preventive Maintenance (PM) work will be accomplished in accordance with schedules within funding limitations
- Barracks maintenance and repair is a JBM-HH "Pacing Item" and will be given high priority to ensure Quality of Life for our soldiers
- Critical IJOS affecting health, life, safety will be accomplished for projects receiving 40 points or more from the Work Request Council



# FY 10 FUNDING REQUIREMENTS

- Overtime can be requested for health, life, safety emergencies or for a reimbursable customer
- Started swing shift (1530-2330 hours) Monday through Friday for after hours emergency work--  
Personnel on-call during the weekends
- Increased emphasis on performing work for reimbursable customers
- Funding must be received from reimbursable customers before work begins



# DPW POINTS OF CONTACT

**Contact the Work Coordination Branch (WCB) for all DPW work requirements and services**

**Hours of Operation: 0700 - 1600 hrs (Mon-Fri)**

**Lisa Taylor, (703) 696- 0612  
lisa.taylor7@us.army.mil**



# STATUS AND COST REPORTS

## ➤ Contact the WCB

**Phone: Mrs. Lisa Taylor (703) 696-0612**

**e-mail: lisa.taylor7@us.army.mil**

- DPW, WCB conducts Quarterly Status Meetings with major customers or upon request by a customer. Projects submitted are discussed to determine if DPW should proceed, cancel or delay work requirements . The results from the meeting will be entered into the Engineer's system of record, Integrated Facilities System (IFS)



# **REAL PROPERTY PLANNING BOARD (RPPB)**



# REAL PROPERTY PLANNING BOARD (RPPB)



## WHAT

- The installation's City Planning Council"
- Ensures the orderly development and management of installation real property in support of missions, management processes, achieving community objectives



# REAL PROPERTY PLANNING BOARD (RPPB)

## HOW

- **Development and maintenance of the Real Property Plan**
- **Coordinates Installation Master Planning:**
  - National Capital Planning Commission
  - Commission of Fine Arts
  - District of Columbia State Historic Planning Office
  - Virginia State Historic Planning Office
  - Arlington County
  - District of Columbia



Approves installation architectural and



# REAL PROPERTY PLANNING BOARD (RPPB)



## HOW (continued)

- **Enhances and protects the community environment**
- **Promotes sustainable design and development policies and principles**
- **Ensures maximum use of existing facilities**
- **Formulates and justifies construction and major repair programs**



# INSTALLATION STATUS REPORTING (ISR) PART I



## ISR CONCEPT What is the Installation Status Report (ISR)?

Reference: AR 210-14, Army Installation Status Report Program

- An objective process providing ratings for facilities, environmental, compliance, and services measured against documented, objective Army-wide standards
  
- The basic goal is to establish a credible condition-assessment baseline, and



# INSTALLATION STATUS REPORTING (ISR) PART I



## INSPECTION RESPONSIBILITIES

- **ISR building inspections normally are accomplished and reported by building occupants/building coordinators**
- **The largest building occupant/activity is normally responsible for the inspection**
- **Inspectors receive training via classroom instruction and practical exercises in rating a facility**



# INSTALLATION STATUS REPORTING (ISR) PART I



## INSPECTION RESPONSIBILITIES (CONTINUED)

- **EXPECTATION:** an honest evaluation based on the inspector's knowledge of the building and best judgment in applying the rated standards



# INSTALLATION STATUS REPORTING (ISR) PART I



## WHAT DOES ISR INFRASTRUCTURE DO?

**ISR infrastructure assesses installation facility conditions against uniform, Army-wide standards**





# INSTALLATION STATUS REPORTING (ISR) PART I



## ISR INFRASTRUCTURE CONDITION STANDARDS

Infrastructure rating standards are:

- **Quality Ratings Q-1 through Q-4** - Quality rating is the cost to fix the facility versus the plant replacement value
- **Mission Support Ratings C-1 through C-4** - ratings mean C-1 is "Good" condition and can meet mission, C-4 means "Poor" condition and cannot meet mission
- **Quantity Ratings C-1 through C-4** - are calculated to determine a deficit or excess facilities



# INSTALLATION STATUS REPORTING (ISR) PART I

## SUBMIT FACILITIES ENGINEERING REQUEST, DA FM 4283

- For “every” component rated “RED”, you are Required to submit a DA FM 4283 (work request) to Correct the deficiency
- Q3/Q4 ratings require projects
- FY 08 ISR had 29 buildings/15 non-buildings rated Q3/Q4 requiring DA fm 4283, Scope and CWE



# INSTALLATION STATUS REPORTING (ISR) PART I



**JBM-HH ISR - PART I  
(INFRASTRUCTURE)  
COORDINATOR**

**Contact Ramon Nieves  
(703) 696-6395**



# WEB-BASED CUSTOMER INFORMATION DEMONSTRATION



# Electronic Work Order Submission

- Service Orders and Work Orders will be able to be submitted through the web to Work Coordination
- Service Order submission through the web is for **NON EMERGENCY** service orders only.
- DA 4283 Will be available to work with the Pure Edge Form Software and works with Approvelt signature software.



IFS Service Order Web Main Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Mail Print Mail Favorites Address Go Links

Address:  Go

  
Integrated Facilities System

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 Service Order Request

 Service Order Status

Done Local intranet



Service Order Web Request Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address  Go Links

**IFS** Service Order Request

Use this form to submit a routine service order. This form is not for emergencies. Please note and save the Service Order Number assigned to your request. This number must be used to check the status of your Service Order Request on the Service Order Web Status Screen. For Family Housing occupants, enter either your Building/Facility Number and Family Housing Quarters Number or your Street Address (depending on your site's procedures).

**Last Name, First Initial:**  J

**Primary Telephone Number:**

**Alternate Telephone Number:**

**Email Address:**

**Location:**

**Building/Facility Number:**  [Help](#)

**Family Housing Quarters Number:**

**Street Address:**

**Description of Problem/Work:**  
(Only one problem per Service Order.)

**Submit** **Reset**

Return to: [Main Menu](#)

Done Local intranet

Form fields filled with sample data:

- Last Name, First Initial: Smith J
- Primary Telephone Number: (555) 555 - 5555
- Alternate Telephone Number: (555) 555 - 5555
- Email Address: jsmith@armyaccount
- Location: FORT MYER
- Building/Facility Number: 55555
- Family Housing Quarters Number: (empty)
- Street Address: 555 Smith Rd
- Description of Problem/Work: (Only one problem per Service Order.)



Service Order Web Request Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address  Go Links

**IFS** Service Order Request

Use this form to submit a routine service order. This form is not for emergencies. Please note and save the Service Order Number assigned to your request. This number must be used to check the status of your Service Order Request on the Service Order Web Status Screen. For Family Housing occupants, enter either your Building/Facility Number and Family Housing Quarters Number or your Street Address (depending on your site's procedures).

Please verify the information you have submitted:

Last Name, First Initial: Smith, J  
Primary Phone Number: (555) 555-5555  
Alternate Phone Number: (555) 555-5555  
Email Address: sampleacct@fmmc.army.mil  
Location: FORT MYER  
Building/Facility Number:  
Family Housing Quarters Number:  
Service Order Number: **000498** (Use this number to obtain status.)  
Street Address: 555 Smith Rd  
Description of Work: Summary of problem.

Return to: [Main Menu](#)

Done Local intranet



Service Order Web Request Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Favorites Go Links

Address: [IFS](#)

**Service Order Request**

Use this form to submit a routine service order. This form is not for emergencies. Please note and save the Service Order Number assigned to your request. This number must be used to check the status of your Service Order Request on the Service Order Web Status Screen. For Family Housing occupants, enter either your Building/Facility Number and Family Housing Quarters Number or your Street Address (depending on your site's procedures).

**Thank You. Your service order request has been logged and will be reviewed shortly.**

**To submit another Service Order Request, please click on the button below.**  
Using your browser's Back button to go back to submit another request will not work. Click on the button below.

**Service Order Request Form**

Return to: [Main Menu](#)

Done Local intranet



IFS Service Order Web Main Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Links Go Address

  
Integrated Facilities System

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 Service Order Request  
 Service Order Status

Local intranet



Service Order Web Status Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Favorites Go Links

Address:  Go

**IFS** Service Order Status

To use the Service Order/Work Status Page, you must have the Service Order Number that was assigned to your Service Order Request when it was submitted. Please enter the Service Order Number as it was submitted on the Service Order Request page. If your inquiry does not return status, please check with the Service Order Clerk via Telephone at (804) 999-1234 for your current status.

Service Order Number:

Service Order Status:

Enter Service Order Number and click "Submit" to view current status.

Return to: [Main Menu](#)

Done Local intranet



Service Order Web Status Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Favorites Go Links

Address: [IFS](#)

**Service Order Status**

To use the Service Order/Work Status Page, you must have the Service Order Number that was assigned to your Service Order Request when it was submitted. Please enter the Service Order Number as it was submitted on the Service Order Request page. If your inquiry does not return status, please check with the Service Order Clerk via Telephone at (804) 999-1234 for your current status.

**Service Order Number:** 000023

**Service Order Status:**  
Submitted by: LINT  
Current Work Status = CMP - COMPLETED  
Current Work Status Date = 16-OCT-2002  
Work Status Comment = None

[New Inquiry](#)

[Return to: Main Menu](#)

Done Local intranet



IFS Work Request Web Main Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Favorites Go Links

Address: [Edit with Notepad](#)

Integrated Facilities System

Work Request

Work Request Status/Facility

Done Local intranet

This screenshot shows the Microsoft Internet Explorer browser displaying the 'IFS Work Request Web Main Menu'. The title bar reads 'IFS Work Request Web Main Menu - Microsoft Internet Explorer'. The menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The toolbar contains icons for Back, Forward, Stop, Refresh, Home, Search, Favorites, and Links. The address bar shows a placeholder 'Edit with Notepad' and a 'Go' button. The main content area features a logo with the letters 'IFS' over a globe and the text 'Integrated Facilities System'. Below the logo are two menu items: 'Work Request' and 'Work Request Status/Facility', each preceded by a small red square icon. The status bar at the bottom shows 'Done' and 'Local intranet'.



# **CUSTODIAL REQUIREMENTS AND STANDARDS**



# REFUSE COLLECTION REQUIREMENTS AND STANDARDS



# RECYCLING REQUIREMENTS AND LOCATIONS



# Recycling Program



## Why Recycle?

- Recycling protects and expands U.S. manufacturing jobs and increases U.S. competitiveness.
- Recycling reduces the need for land filling and incineration.
- Recycling prevents pollution caused by the manufacturing of products from virgin materials.
- Recycling saves energy.
- Recycling decreases emissions of greenhouse gases that contribute to global climate change.
- Recycling conserves natural resources such as timber, water, and minerals.
- Recycling helps sustain the environment for future generations.

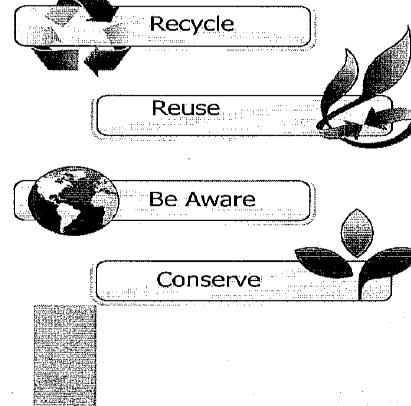
## ADDITIONAL INFORMATION

For additional recycling containers or to add a new recycling pickup point, call Rich Richards at 703-696-3210

For problems with the recycling pickup within buildings, call Larry Moxter at 703-696-3597

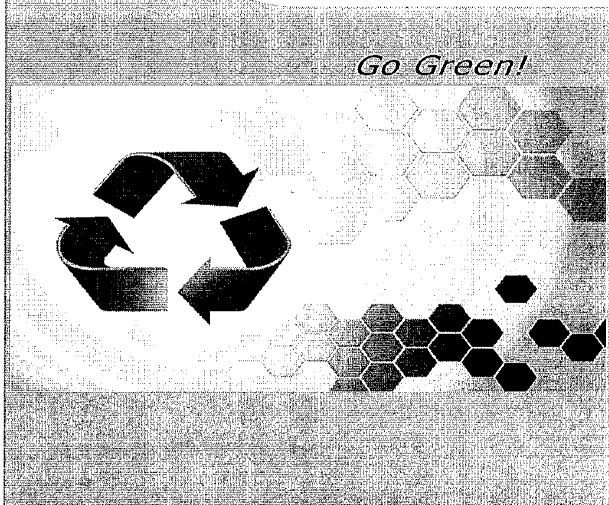
For special pickups or missed pickups outside buildings, call Rich Richards at 703-696-3210

Please contact Roy Croom the Recycling Coordinator for assistance 703-696-3791



## Joint Base Myer-Henderson Hall Recycling Program

*Go Green!*





# Continuation of Recycling Program

## What/How to Recycle

### PAPER

Newspaper, colored paper and office paper Please, no waxed paper.

### CARDBOARD

Flatten boxes and packages. Remove all plastic from cardboard. Place inside the cardboard dumpsters. Call for a special pickup following a moving event.

### GLASS

Clear, brown and green food and beverage containers – Rinse container and remove lid.

### PLASTIC

Food and beverage containers – Containers with numbers 1 - 7 inside the  symbol on the bottom. Rinse container lid.

### METAL

Aluminum cans, wire hangers, metal food and beverage containers – Rinse container and place in recycling bin.

Used Toner Cartridges- Can be returned to the manufacturer in original box with mailing label supplied by the company (\* See instructions in Shipping box\*)

When planning events/parties for over 20 people, please make sure to contact the recycling coordinator Mr Roy Croom at 703-696-3791 for recycling concerns

### REDUCE, REUSE, RECYCLE

**REDUCE** – Purchase products with minimal packaging and higher post-consumer waste percentages to conserve valuable resources.

**REUSE** – Utilize products multiple times either for original purpose or to avoid purchasing other products. For example: shopping bags can be re-used or converted into school book covers or trash bags.

**RECYCLE** – Saves valuable resources for future generations and eliminates/reduces landfill requirements.

### JBM-HH RECYCLE PROGRAM

The JBM-HH Recycle Program is conducted through the Solid Waste Contract. The solid waste contractor collects all of the material listed previously that have been placed in the containers provided by the Directorate of Public Works. The Solid Waste Contractor conducts a final sort to ensure maximum proceeds from the recycled materials. The Solid Waste Contractor then returns the excess proceeds to JBM-HH.

4 Public Recycling Centers :

1. In parking lot across from Building 407 (Spates Community Center), Ft Myer
2. Behind Building 414 (Fitness Center), Ft Myer
3. In front of Building 313 (Clothing Sales), Ft Myer
4. Building 37 (Near), Ft McNair

### SINGLE STREAM RECYCLING

JBM-HH goes green with single stream recycling

Single Stream Recycling means instead of separating recyclables into two streams you will now be able to put these two streams together into one bin.

Blue Bins seen throughout Fort Myer, Fort McNair and Henderson Hall can be used for all clean recycled materials – except cardboard.

Place all **paper (newspaper, colored paper, and office paper), glass, plastic bottles and aluminum cans** into the same bin!

Do not place wood pallets, batteries, toner cartridges, and scrap metal in either recycling or solid waste dumpsters not specifically marked for the collection of these items.

JBM-HH also recycles lead acid batteries. Contact the DPW Environmental Division to arrange for pickup of this item by calling the Work Coordination Branch at 703-696-3263.





# ENVIRONMENTAL HAZARDOUS WASTE



# ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)





# ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)



## What is an EMS?

- **“An EMS is a continual cycle of planning, implementing, reviewing and improving the processes and actions that an organization undertakes to meet its business and Environmental goals.” (see EPA website)**
- **The driver for environmental initiatives in an EMS is risk assessment, not regulatory mandates**
- **The EMS is designed primarily to manage, reduce and eliminate risks to the environment and to the organization**
- **It is the organization that decides what are its important risks and develops strategies to evaluate, rank and minimize or eliminate those risks**



# ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)



## YOUR EMS RESPONSIBILITIES

- **Know JBM-HH's environmental policy**
- **Know the significant environmental aspects and impacts associated with work activities of your job and the environmental benefits of improved personal performance**
- **Know your roles and responsibilities in achieving conformance with operating procedures and keeping abreast of applicable legal and other requirements, including emergency preparedness and response**
- **Follow established procedures**

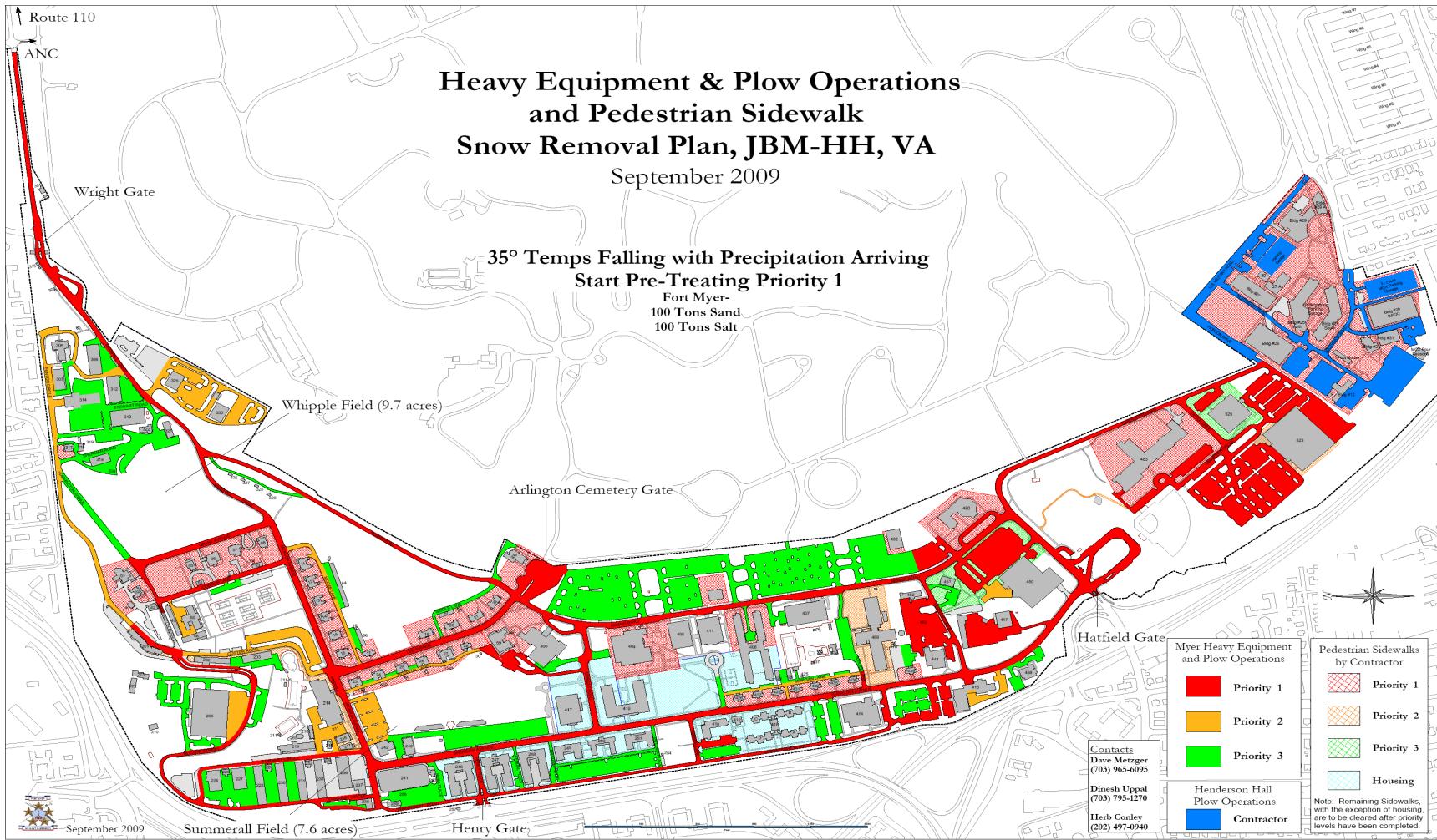




# **SNOW REMOVAL PLAN FOR JBM-HH**

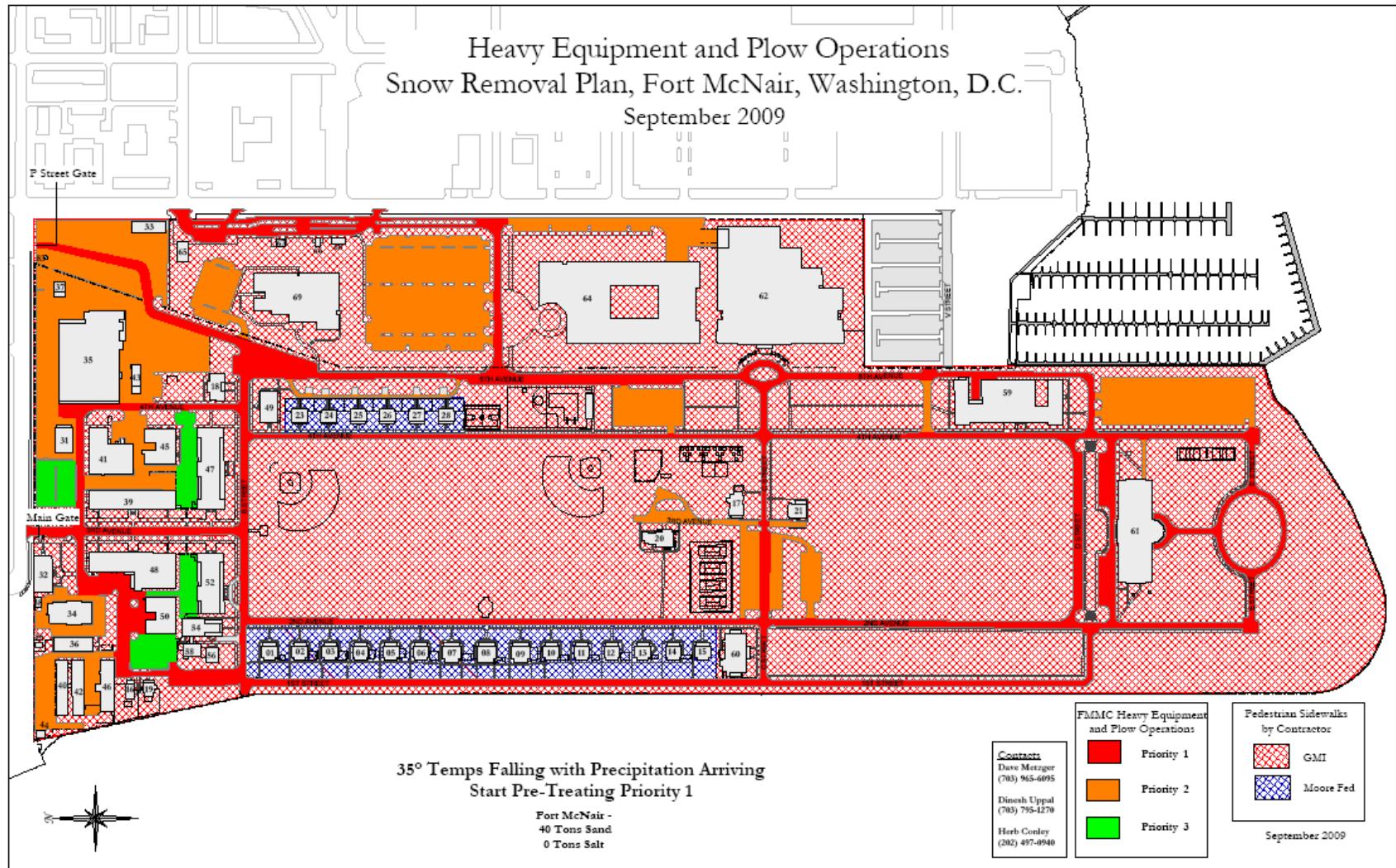


# Snow Removal Plan JBM-HH





# Snow Removal Plan Fort McNair





# **SNOW REMOVAL REQUIREMENTS FOR BLDG COORDINATORS**

- **Become familiar with the JBM-HH Snow Removal Plan as it pertains to assigned facility**
- **Obtain ice melt from Fort Myer, Bldg 205, for use on sidewalks, steps and porches on Forts Myer and McNair during freezing winter weather**
- **Direct questions and/or concerns to Uppal, Dinesh, DPW, Operations and Maintenance Div, on (703) 795-5210**



# **SAFETY PROGRAM**

## **JBM-HH Safety Office**

### **Donna Maxey**

### **703-696-3252**



# **BUILDING FIRE MARSHAL**

## **Directorate of Emergency Services**

**Jeffrey Sargent**  
**703-696-1089**



# Points of Contacts for JBM-HH



- ❖ Service Orders / Work Orders - Lisa Taylor 703-696-0612
- ❖ Real Property - Ramon Nieves 703-696-6395
- ❖ Installation Status Report (ISR) Part 1- Vincent Mokrzych 703-696-6731
- ❖ Web-Base Customer Information (Demo) - Michael Burch 703-696-3185
- ❖ Custodial Services - Larry Moxter 703-696-3597
- ❖ Refuse Disposal Services - Rich Richards 703-696-3210
- ❖ Recycling - Rich Richards 703-696-3210
- ❖ Hazardous Waste Disposal - Mark Luckers 703-696-8513
- ❖ Environmental Management System (EMS) - James Stratton 703-696-2013
- ❖ Energy Awareness - Bill Lucas 703-696-3818
- ❖ Snow Removal Plan - Dave Metzger 703-696-3430
- ❖ Safety Program - Donna Maxey 703-696-1089 703-696-3252
- ❖ Building Fire Marshal - Jeffrey Sargent 703-696-1089
- ❖ DOL - James Biased 703-696-7073

[WWW.FMMC.ARMY.MIL](http://WWW.FMMC.ARMY.MIL)

[FMMCDPWSERVICEORDERDESK@US.ARMY.MIL](mailto:FMMCDPWSERVICEORDERDESK@US.ARMY.MIL)

[JBMHDPWWORKORDERS@CONUS.ARMY.MIL](mailto:JBMHDPWWORKORDERS@CONUS.ARMY.MIL)



# QUESTIONS?

